

SENIOR PUBLIC WORK INSPECTOR

DEFINITION

To assign, review, and perform field inspections of public works and civil engineering construction and maintenance and repair of public works projects, related facilities, and structures; to ensure compliance with plans specifications and department regulations; to provide for training and supervision of assigned staff; and to perform related duties as assigned.

DISTINGUISHING CHARACTERISTICS

The senior level recognizes positions that perform first-line supervisory responsibilities including planning, assigning and evaluating the work of subordinates and is distinguished from the Public Works Inspector II level in that the latter does not have supervisory responsibilities.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from an assigned supervisor.

Exercises direct supervision over assigned staff.

ESSENTIAL FUNCTIONS – Functions may include, but are not limited to, the following:

Assign, supervise, and review the work of staff involved in the inspection of public works and civil engineering facility construction for compliance with plans, specifications, regulations, and safety standards.

Review and report work not in compliance with specifications; issue notices of violations or work stoppages for noncompliance; ensure work is in compliance with safety and various other governmental requirements.

Review and recommend approval of all progress payments for contracted construction work.

Review and evaluate employees' work performance; work with employees to correct deficiencies; implement disciplinary procedures as directed; and prepare performance evaluations.

Maintain files and quantity data for Development Impact Fund computations.

Assist in the administration of contracts for construction projects; negotiate and submit recommended change orders; review and prepare pay estimates.

Act as primary inspector on more complex projects; order and review tests and reports on construction materials and methods.

Review daily construction entries from inspectors and prepare written reports of inspections.

Review work orders and inspect sites where work is to be performed.

Provide input on Capital Improvement Projects (CIP) as needed.

Perform routine office engineering work involving drafting and computations.

Confer with property owners regarding project schedule, hazards and inconvenience.

Respond and resolve citizen complaints; act as liaison between concerned parties for utility relocation and street closures.

Prepare and maintain inspection files, records, and logs; write reports and chronologies using a computer.

Operate City vehicles skillfully and safely.

Observe safe work methods and use safety equipment.

Train staff as needed.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Perform other related duties as assigned.

Knowledge of:

Principles and practices of public works and civil engineering construction inspection.

Methods, materials, equipment, procedures and practices of public works construction and maintenance inspection.

Principles and practices of supervision, training and performance evaluation.

Pertinent Federal, State, and local laws, codes, regulations and departmental policies governing public works construction, maintenance and facilities.

Basic mathematics including Algebra, Geometry, and Trigonometry.

Safe work methods and safety regulations pertaining to the work, including the use of personal protective equipment.

Computer equipment and software applications related to assignment.

English usage, spelling, grammar, and punctuation.

Ability to:

Read and interpret engineering construction plans.

Plan, organize, and supervise the work of subordinates.

Train, motivate, and evaluate assigned staff.

Interpret and explain pertinent City and department policies and procedures.

Effectively perform routine construction inspection of workmanship and materials in accordance to City's policies and procedures.

Enforce compliance with plans specifications, ordinances, and codes.

Prepare construction cost estimates.

Make routine arithmetic, algebraic, and geometric computations.

Perform work in accordance with safety regulations, guidelines, and practices.

Investigate complaints; assure conformity of construction projects with regulations.

Prioritize work, coordinate several activities and follow up as required; work effectively under deadlines, and in the absence of supervision.

Use initiative and sound independent judgment within established guidelines.

Drive City vehicles observing legal and defensive driving practices.

Keep work related records and prepare reports using a computer.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Work with various cultural and ethnic groups in a tactful and effective manner.

Experience and Training

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Five years of increasingly responsible journey level experience performing inspections of major public works projects for a municipality or construction trades.

Training:

Equivalent to the completion of the twelfth grade supplemented by college courses in engineering, construction technology, or related field. Associate's degree in any of these fields is desirable.

License or Certificate

Possession of a valid California driver's license.

PHYSICAL DEMANDS

On a continuous basis, sit at a desk, walk, or stand up for long periods of time. Intermittently twist and reach office equipment; write or use keyboard to communicate through written means; may lift up to 50 pounds. Drive a motorized vehicle, walk on uneven surfaces, kneel, stoop, bend, and climb up or down slopes while conducting field inspection; climb ladders, work underground in confined spaces or trenches. See in the normal vision range with or without correction to read typical business documents, computer screens, blueprints, and drafting plans, hear in the normal range with or without correction.

WORKING ENVIRONMENT

Work is performed both outdoors and indoors; the performance of fieldwork tasks requires exposure to a variety of weather conditions; work with exposure to traffic, loud noise, physical barriers, and around heavy equipment or around potentially hazardous substances, and work underground, in confined spaces or trenches on slippery or uneven surfaces. Indoors work is performed in a carpeted and air-conditioned office environment with fluorescent lighting and moderate noise level. Work is frequently disrupted by the need to respond to in-person and telephone inquiries.